

This exchange involves the pairing of our Outbound student with a student of similar age and disposition from abroad typically for about six weeks during the long summer holiday. One student travels to the home of the other, where they stay together for three weeks, then travel together to spend three weeks together in the other home.

PREPARATION FOR BOTH OUTBOUND AND INBOUND STUDENTS

REGISTRATION / INTERVIEW / SELECTION

1	<p>However the potential applicant is found he/she must visit the website www.youthexchange.org.uk to register interest in STEP as applications may be made online only.</p> <p>The Registration of Interest data is passed by the STEP Coordinator to the appropriate DYEO who then contacts the club.</p>	<p>Website STEP Coordinator DYEO</p>
2	<p>The Outbound candidate is interviewed by two Rotarians at home with both parents if available. In addition the home needs to be assessed for suitability for an Inbound STEP student.</p> <p>(See <i>OB3: Student Selection – All Programmes</i>. Download <i>OB3A: The Student Interview Support Pack</i> and distribute to interviewers.)</p>	<p>CYEO & DYEO or Club Member</p>
3	<p>On the same occasion (if possible – see ** below) the panel interviews the student's parents** as potential host family for an Inbound Student. The CYEO deals with all the paperwork and necessary signatures and follows up references (see <i>IB3: Host Family Selection – All Programmes</i>);</p> <p>** The 'parents' who are assessed for hosting may not both be the 'parents' who give permission for the student to go on exchange.</p>	<p>CYEO</p>

ONLINE APPLICATION

4	<p>The Club Interviewer reports back to the Club. The Club decides and informs the DYEO who informs STEP Coordinator (no later than 31 January) and sends the successful student the e-booklet <i>OB3S: A STEP Applicant's Guide to Rotary Youth Exchange</i>.</p> <p>The STEP Coordinator writes to the student to request the admin fee. The DYEO enables the student and the CYEO to gain access to the online application form (AF). DYEO ensures smooth completion of the AF by student and Club.</p> <p>(see <i>OS5: WEBAPP – The Online Application System in GB & Ireland</i>)</p>	<p>CYEO DYEO Coordinator</p>
5	<p>The Club's decision also confirms the parents as the Host family for the Inbound. The CYEO IMMEDIATELY ARRANGES DBS SCREENING for the Host family (if a relevant certificate is not already held and checked).</p> <p>See <i>CP5: Screening Adult for Youth Exchange</i> and <i>IB8: Dealing with the DBS Application Form</i>.</p>	<p>CYEO DYEO</p>
6	<p>The CYEO needs to identify a potential Counsellor for the Inbound student NOW – the final decision being dependent upon the dates that the inbound student will be in the district. See <i>IB2: Counsellor Selection – All Programmes</i>.</p>	<p>CYEO</p>

7	Once the Signature page has complete student, Club and District data the CYEO takes it back to the student to witness student's & parents' signatures. Rotarian witness takes away the signed copies and passes everything to the President and CYEO (or Secretary) for their signatures. CYEO then posts the hard copy (recorded delivery) to the DYEO. DYEO signs and scans and uploads the Signature page. DO NOT LET THIS PROCESS DRAG ON!	CYEO DYEO
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PLACEMENT PERIOD

8	The CYEO ensures that the Club invites the student and parents to a meeting or a club event as soon as possible.	CYEO
9	The STEP Coordinator networks to achieve a potential exchange partner – with or without input from the Club or District over contacts – and passes on the DYEO the resulting AF. The DYEO who works with the student and the family until a successful match is achieved. Procedure is set out clearly in <i>OB4: Student Placement – All Programmes</i> . and <i>OB5: Dealing with the Application Form and the Guarantee Form</i> . CYEO supports the student and family to arrange the order and dates of the two parts of the exchange. The two students and the families are in constant contact from now onwards	STEP Coord DYEO CYEO
10	IMMEDIATELY THAT THE DATES ARE KNOWN The CYEO can now select the Counsellor for the Inbound Student and arrange for DBS screening (if a relevant certificate is not already held). See table 5 above for references. THIS SHOULD BE TREATED WITH URGENCY	CYEO & DSO
11	As soon as the Counsellor is selected the DYEO works with the CYEO to complete the Inbound Student's GF and remit copies to the Sending District and also to RI.	CYEO DYEO

ORIENTATION, TRAINING & PREPARATION FOR EXCHANGE

12	ORIENTATION DAY - usually end of March/ beginning of April This is a DISTRICT EVENT - obligatory attendance by all outbound students & parents (for student not yet 18) CYEO, Club President and other interested Rotarians / ROTEX also attend. See <i>OB6: Outbound Orientation</i>	District YE Team
13	DYEO customises and sends to the Inbound student <i>S10A: The Preparation Pack for Inbound STEP Students</i> .	DYEO
14	The DYEO provides Training for the Counsellor (<i>see S7: Counsellor Training for STEP</i>) and for the Host Family (<i>see S9: Host Family Training for STEP</i>)	DYEO
15	The DYEO sets up and compiles the Student Records Folder for both students and makes them available on Drobbox as follows: to the CYEO, the Counsellor and the Host family for the Inbound, and to the CYEO for the Outbound . See <i>R3: Records Folder for Outbound Students</i> and <i>R4: Records Folder for Inbound Students</i> .	DYEO

16	The Counsellor contacts the Inbound student and the host family, following the guidelines set out for Counsellors.	Counsellor
17	The Counsellor checks that the Insurance policy of the inbound student fits RI criteria – if not refers it back for the DYEO to deal with it. (See <i>IF5: Travel Insurance for Students</i>)	Counsellor
18	CYEO supports Outbound student and family over travel arrangements/visas and checks that the Insurance policy fits RI criteria (given to them in <i>OB3S</i>) – if not the CYEO refers it back for the DYEO to deal with it..	CYEO DYEO
19	The Counsellor checks with the Inbound student and his/her family just before the student leaves home that there are no medical issues which have arisen recently or which have not been disclosed. Reports any changes to the CYEO, the DYEO and the host family and upload a note in the Inbound Student Records Folder.	Counsellor

THE INBOUND STUDENT'S EXCHANGE

20	The Counsellor joins the Host family in meeting the student on arrival into the district, or if not possible arranges for someone from the club to do so instead and then visits the student at home as soon as possible. The Counsellor then monitors the Exchange.	Counsellor
21	DYEO arranges Inbound Orientation as soon as the student arrives into District. See <i>S10B: The Welcome Pack for Inbound STEP Students</i> .	DYEO
22	CYEO liaises with Counsellor to ensure that both students attends the club with a parent and the Inbound gives a presentation. The DYEO attends - CYEO informs the DYEO of the date.	CYEO DYEO

THE RETURN OF THE OUTBOUND STUDENT

23	FEEDBACK DAY - usually mid September. This is a DISTRICT EVENT - attended by all returning students. CYEO, Club President and other Rotarians/ROTEX may also attend. Returning students give a short presentation about their exchange as well as completing a written Report for District. <i>OB8R(S): Post Exchange Report & Evaluation Form (STEP)</i>	District YE Team
24	CYEO invites the student to the club to give a presentation on his/her Exchange. Parents are invited. CYEO maintains contact with the student to encourage participation in projects.	CYEO
25	Student is now ROTEX and is encouraged to continue to network with others and support Rotary activities.	Club DYEO